

# KENTUCKY CEMETERY PRESERVATION

## 2008 Program Guidelines

(APPLICATIONS ACCEPTED NOVEMBER 1 – DECEMBER 31, 2008)

**I. Department for Local Government (DLG) is responsible for administrating the Kentucky Cemetery Preservation Program**

KRS 67.682 provides for the establishment of a county cemetery fund to receive appropriations, gifts, grants, federal funds, revolving funds and any other funds from public and private sources. 109 KAR 4:020 defines eligible recipients as counties which have established a county cemetery board, pursuant to KRS 67.680 and this administrative regulation. These counties may apply for Cemetery Funds to restore and maintain non-profit cemeteries that do not receive any perpetual care funds as defined in KRS 367.952.

**II. Eligible Activities Defined**

KRS 67.682 grant funds may be used to restore and maintain any non-profit cemetery that does not have a perpetual care fund. Cemetery must be at least 50 years old with historic significance. Only non-profit cemeteries not receiving perpetual care funds are eligible. Eligible project types and activities are:

- Initial cleanup (explain how the cleanup will take place);
- Landscaping (include only permanent plantings and list any landscaping material that will be used or planted); Fencing repair or replacement (describe improvements and type of fencing materials that will be used);
- Interior and access roads repair or replacement (describe type of improvements and materials that will be used and enclose written permission of right-of-ways and easements from owner of property to carry out the work);
- Conservation Easements Acquisition (including, but not limited to, purchase costs and legal services);
- Signage (describe the purpose of the signs and their location and the material to be used);
- Tombstone repairs, re-setting and cleaning (explain the procedures to be followed and the supplies that will be used and a qualified person is to provide services, include the documentation of that professional);
- Maintenance of the cemetery (mowing and monthly cleanup will be allowed at \$25.00 a month for a maximum of 6 months);
- Equipment rental (such as GIS system to mark boundaries, bush hogs, mowers, tractors, chain saws, weed eaters, and any other equipment that would be used for cleanup, enclose both estimates from local rental companies with the lower bid used for the work).

**III. Non-Eligible Activities Defined**

Non-eligible project types are:

- The purchase of vehicles or equipment of any kind;
- Historic research, archiving, web page design and publishing; and/or
- Land Acquisition or land rental.

**IV. Funding Levels**

The program provides a minimum grant of \$500 to the maximum amount of \$2,000 with a dollar to dollar match by the applicant. All dollar amounts should be rounded off to the nearest dollar. In-kind labor is applicable; labor rate will be \$10.00 per volunteer hour. The equipment in-kind rate will be the lower of two estimates from local equipment rental companies, enclose both estimates with the application. The in-kind labor hours will be verified by the volunteer signing their name and date and hours worked. The grantee must maintain records for in-kind labor and equipment rental for close-out.

**V: Application Process**

The applicant must submit the following documentation to DLG:

- detailed scope of work and budget\* detailing the use of funds;
- a cemetery worksheet\* for each cemetery;
- before pictures of the cemetery;
- estimates, documentation of professionals, right-of-ways or easements;
- resolution signed by the recipient; and
- copy of ordinance establishing local cemetery board with list of current members.

Applications must be postmarked no earlier than November 1, 2008 and no later than December 31, 2008. Early submissions will not be accepted. Applications will be awarded on a first come, first served basis.

\* available on DLG website

**VI. Application Review and Award Process**

Upon review and award approval the following will occur:

- A. Step 1 - Memorandum of Agreement (MOA)** -The applicant will receive a non-binding letter of intent describing the general nature and requirements of the award. A Memorandum of Agreement (MOA) will outline the specific terms of the award to include procedures for obtaining the funds. The MOA will have an expiration date for the completion of the project and expenditure of all funds. The MOA will be forwarded for signatures to the chief executive officer of the entity.
- B. Step 2 - Execution of Agreement** - No funds shall be made available for a particular project until such time as all participating parties have signed an agreement. DLG is responsible for the preparation of all contractual agreements and the disbursement of funds. Each project will be governed by its own agreement outlining its own specific and unique terms. Grant award will be sent to recipient upon execution of the MOA.
- C. Step 3 - Project Monitoring** - DLG staff will provide monitoring of activities based upon the scope of work, MOAs, project accounting, cost estimates, in-kind labor and equipment sheets, eligible expenditures, all legal documentation, and compliance with all reporting requirements. DLG reserves the right to conduct site monitoring visits on all projects during the course of the project.
- D. Step 4 - Project Close-out** -The recipients/grantees of projects shall be required to submit a completion report to DLG. This report indicates completion of the project and desire to close the project out. The completion report should be submitted when the complete scope of work has been accomplished. Once the report is received, DLG will start close-out procedures.

The close-out documentation that must be submitted to DLG no later than June 30, 2010:

- completion report, including all invoices, receipts and cancelled checks;
- in-kind volunteer/equipment sheets;
- money not expended; and
- after pictures of project.

Application forms can be found on the DLG website below and completed forms should be returned to:

Department for Local Government  
Office of State Grants  
Cemetery Grant Program  
1024 Capital Center Drive, Suite 340  
Frankfort, Kentucky 40601  
800-346-5606  
502-573-0175 (fax)  
<http://www.DLG.ky.gov/grants/stategrants>